



National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
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[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Service Delivery Guide**

**NSSDG-9000-0003      Revision 5.0**

**Effective Date:**      January 21, 2020

**Expiration Date:**      January 21, 2022

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### **FINANCIAL MANAGEMENT DIVISION Advance Payment Method - Grants Continuous Monitoring Program**

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**Responsible Office: Financial Management Division**

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 2 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## Approved by

\_\_\_\_\_  
Nicolina Tubbs  
Chief, Financial Management Division

01/21/20

\_\_\_\_\_  
Date

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 3 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	09/01/2015	<ul style="list-style-type: none"> <li>Section related to Advance Payment Method Grants extracted from original document NSSDG-9200-0003 and converted to new Service Delivery Guide</li> <li>Updated SDG to be CMP 2B.1 and 2B.2 specific</li> <li>Updated all references to location files on N Drive</li> <li>Updated Reviewer Checklist</li> <li>Added new Appendix F – AP CMP Macro Guide</li> </ul>
Revision	2.0		<ul style="list-style-type: none"> <li>Add Exception Coding Instructions</li> <li>Add Matrix Instructions</li> <li>Delete Reviewer Checklist</li> </ul>
Revision	3.0	06/15/2017	<ul style="list-style-type: none"> <li>Transfer the following roles from the CS to the SP: insert the exception type on the CMP coversheet and complete the Center(s) CMP matrix spreadsheet.</li> <li>Update to reflect exception type change from CMP Manual – issued 11/2/16</li> </ul>
Revision	4.0	01/30/2017	<ul style="list-style-type: none"> <li>Add AAO Agency CMP Tool for 2b.1 and 2b.2</li> </ul>

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 4 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

Revision	4.0	10/4/2018	<ul style="list-style-type: none"> <li>Added CMP 2b.1 and CMP 2b.2 details</li> <li>Updated – All differences on WORK PAPER are recorded as an exception</li> </ul>
Revision	5.0	12/30/2019	<ul style="list-style-type: none"> <li>Added new screenshots, updated dates, clarified directions, updated table of contents</li> </ul>

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 5 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

---

## TABLE OF CONTENTS

---

1.0	Introduction .....	6
2.0	Purpose .....	6
3.0	Applicability/Scope.....	6
4.0	Privacy Data .....	7
5.0	Records .....	7
6.0	Cancellation/Supersession of Previous Documents.....	7
	Complete CMP Control Activity 2B.1.....	8
	Complete CMP Control Activity 2B.2.....	22
	Metrics.....	38
	System Components (Existing Systems).....	39
	Customer Contract Center Strategy .....	40
	APPENDIX A – Acronym List .....	41
	APPENDIX B – Completing Continuous Monitoring Program Activities Work Flow .....	43
	APPENDIX C – Table of FY and Periods.....	44
	APPENDIX D – Agency Location Code Listing .....	45
	APPENDIX E – Grants CMP Exception Requirements.....	46
	APPENDIX F – Grants CMP Macro Guide.....	48
	APPENDIX G – AP CMP Consolidation Process.....	49

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 6 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## 1.0 Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) uses the latest version of the Agency approved Continuous Monitoring Program (CMP) Guide to complete all CMP activities. This document supplements the CMP Guide and describes detailed actions needed to extract data to accomplish validation for CMP Control Activity 2B.1 and 2B.2. Each CMP Control Activity is described, and the specific Systems, Applications and Products (SAP) Transaction Codes and selection criteria are outlined. This document outlines each required CMP Control Activity for the NSSC Financial Management Division (FMD) Advance Payment Method type Grants. The applicable review and approval processes for these CMP Control Activities within an organization culminating in the final review of the consolidated packages by the NSSC Chief, FMD are also described.

## 2.0 Purpose

To outline Agency procedures followed by the NSSC related to the processing of Advance Payment Method for Grants. To determine that drawdown postings related to these grants are properly recorded in SAP and transactions are recorded timely in the proper period. Grant related advance payment method drawdowns are posted to SAP through the Department of Health and Human Services (HHS) Payment Management System (PMS), referred to as the "HHS interface." Recipient organization requests for funds are submitted through PMS. The funds are then delivered to the recipient organization's financial institution via electronic funds transfer (EFT) the next business day. The "HHS interface" posts daily drawdown amounts to SAP to each established grants/cooperative agreement for the grantee. HHS drawdown invoice receipts are recorded in SAP to reflect the drawdown amounts based on two-way match logic; where the cost and disbursement amounts are recorded simultaneously.

## 3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for the preparation of CMP Activity 2B.1 and 2B.2 for 10 NASA Centers (HQ, AFRC, ARC, GRC, LARC, GSFC, MSFC, SSC, JSC & KSC).

The NSSC shall use Core Financial Software –SAP R/3 – to perform the financial management activities. Financial Management (FM) is required to use Business Objects (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NASA Procedural Requirements (NPRs), NASA's Enterprise Performance Support

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 7 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process CMP Activities 2B.1 and 2B.2.

#### **4.0 Privacy Data**

All participants involved must ensure protection of all data covered by the Privacy Act.

#### **5.0 Records**

The CMP outlines processes that include the creation and receipt of NASA official records as defined by the latest version of the Agency approved CMP Manual. These records are included in the FMD functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.

#### **6.0 Cancellation/Supersession of Previous Documents**

This document supersedes NSSDG-9000-0003 Revision 4.0.

NOTE: The Service Provider (SP) is responsible for documenting and maintaining all macros/scripts utilized in these processes.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 8 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

---

## COMPLETE CMP CONTROL ACTIVITY 2B.1

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**STEP 1. NSSC Accounts Payable (AP) Service Provider (SP)** – Validate HHS drawdown postings to Intermediate document (IDOC) postings in SAP

A. Run DHHS/PMS daily “Confirmed Payment” Report by AGENCYWIDE

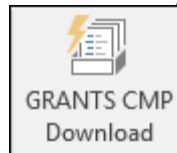
1. Log into DHHS/PMS at <https://pms.psc.gov/>
2. On left of screen, click on “Reports”. If you do not see the Reports to the left Click on Main Menu at the top. The click Reports.
3. On left of screen, click on “Online File Access”
4. Select from drop-down list “CONFIRMED PAYMENTS TRANSACTION SPREADSHEET”
5. Click on “Continue”
6. Select from list for AGENCYWIDE (file name with F30 in the name) WEH1F30.NHHS\_REG\_CSV {yr-mo-day}.xls
7. Click on “Select”
8. Click on “Get File”
9. Screen displays – Do you want to open or save this file?
10. Click on the arrow by Save, then Save as. Save in folder: N:\FM Division\ CS\AutoCMP\PROD\Grants\Processed\FY 20xx\month

B. NSSC’s AP CMP Macro will run the reports in SAP and save them to the correct month’s folder at: N:\FM Division\Accounts Payable\_Accounts Receivable\CMP on the N Drive. The SAP CMP output files are then copied to the CMP Tool Upload folder (Appendix F) )---NOTE: Only have one session each of SAP and Excel open for this process.



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 9 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		


1. Run the Reports using the CMP Macro by clicking the Grants Macro at the top of the Excel page.
2. Open Excel and select the CMP Tab in the Excel Ribbon, (N:\FM Division\Accounts Payable\_Accounts Receivable\Macros \AP-AR.xlam) and click the "GRANTS CMP Download"



See APPENDIX F for instructions

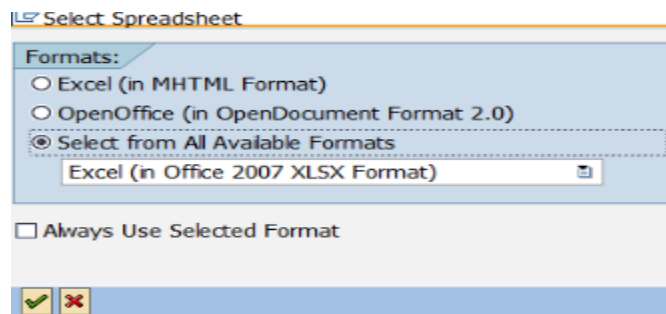
3. The macros will run the reports in SAP, save them to the N Drive at the following root directory (N:\FM Division\Accounts Payable\_Accounts Receivable\CMP) by month and year, and then by CMP.
4. The SAP CMP output files are then saved in the CMP Tool Upload folder located at N:\FM Division\CS\autoCMP\PROD\Grants\Processed

#### C. Manual Process: SAP T-Code: Z\_HHS\_IDOC\_VIEW

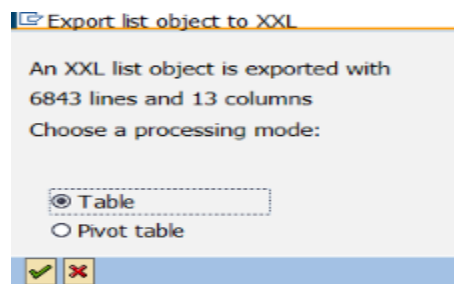
1. Log into SAP
2. Run T-Code: Z\_HHS\_IDOC\_VIEW
3. In the IDOC Selection criteria area, click on the  icon in the Business area section and enter each Center's Business Area (BA) code (10, 21, 22, 23, 24, 51, 62, 64, 72 & 76)
4. Enter IDOC creation date (enter dates applicable for period desired)
5. IDOC Status – select all buttons
6. Execute (clock)
7. Export to Excel Export File

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 10 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

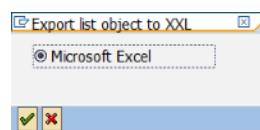
- a. Click on List>Export>Spreadsheet> Select from all Available Formats then select Excel (In Office XXL Format)



i.



ii.



iii.




- b. Delete EIN column
- c. Click File>Save As> IDOC AGENCYWIDE\ - at: N:\FM Division\Accounts Payable\_Accounts Receivable\CMP

8. Click File>Save As>File Name: Type .xlsx


- a. Click on Save, save in folder: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed

D. Manual Process: SAP T-Code: FBL1N

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 11 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

1. Log into SAP
2. Run T-Code: FBL1N
3. Vendor Line item Display – click on  icon
4. Dynamic selection popup – scroll down to “Document Type”
5. Click the arrow icon  insert “ZH” and “ZL”
6. Execute (clock)
7. Dynamic selections popup – Scroll to “Business Area”
8. Click on  icon and insert all Centers’ BA codes

NOTE: exclude BA55 because GSFC performs BA 55 Grant  
CMPs



9. Execute (clock)
10. Scroll down screen to “Line item selection” – “Status”
11. Click on “All items”
12. Posting Date: Insert desired date range (example 09/01/2019 to 09/30/2019)
13. Scroll down to “Type” box, check each of the boxes: Normal items, Special G/L transactions, Noted items, Parked items, Customer items
14. Execute (clock)
15. Export to Excel spreadsheet Click List>Export>Spreadsheet, click the  icon. Save in folder: N:\FM Division\Accounts Payable\_Accounts Receivable\CMP

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 12 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

16. Spreadsheet automatically opens in Excel

17. To save Excel spreadsheet click File>Save As>File Name: FBL1N AGENCYWIDE, Save as type .xlsx. Save in folder: N:FM Division\CS\AutoCMP\PROD\Grants\Processed

E. Manual Process: SAP T-Code: "GR55"

1. Log into SAP
2. Run T-Code: GR55
3. Report Group – ZAOF
4. Execute (clock)
5. Fiscal Year – insert year
6. Company code – NASA
7. Period – insert current period (ex: 11 corresponds to 11<sup>th</sup> month of Fiscal Year (FY))
8. Scroll down to first "Or value(s)" – insert 1010.2000 to 1010.2999
9. Scroll down to second "Or Value(s)" – insert BA Number (ex: 10 = HQ)
10. Execute (clock)
11. To Export to Excel spreadsheet, click System>List>Save>Local file>Text with Tabs, click the  icon. Click  at end of directory save at: N:\FM Division\Accounts Payable\_Accounts Receivable\CMP
12. Click Save
13. Also save at: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 13 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

14. Click Generate

15. Repeat steps for GR55 until all Centers have been uploaded

F. Manual Process to upload the files in the CMP Tool; if utilizing the Macro the files will auto upload to the CMP Tool.

1. Access link: <https://cmp.nssc.nasa.gov>
2. Click on input
3. Under the CMP drop down box select 2B.1
4. Under the Report drop down box select IDOC
5. Under Year drop down box select Calendar Year
6. Under the Month drop down box select Report Month
7. Under the Center drop down box select All Centers
8. Under File choose Browse and locate the.xlsx file named IDOC VIEW.xlsx
9. Click Open
10. Click Submit
11. Under the Report drop down box select FBL1N
12. Under Year drop down box select Calendar Year
13. Under the Month drop down box select Report Month
14. Under the Center drop down box select All Centers
15. Under File choose Browse and locate the.xlsx file named FBL1N.xlsx
16. Click Open

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 14 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

17. Click Submit
18. Under the Report drop down box select GR55
19. Under the Center drop down box select a Center
20. Under File choose Browse and locate the xls file named  
(Center)\_GR55.xls
21. Click Open
22. Click Submit
23. Under Report drop down select CP
24. Under the Day drop down box, select the date as found on the  
“CONFIRMED PAYMENTS TRANSACTION SPREADSHEET” that  
is pulled for each day
25. Under the Center select All Centers
26. Under File choose Browse and locate the confirmed payment report  
by date
27. Click Open
28. Click Submit
29. Repeat steps for CP until all dated reports have been uploaded

#### G. CMP 2B.1 Automation Tool Import Report

1. Click on Chapter 2
2. Under Criteria choose Year, Month, CMP 2B.1 and All Centers from  
the drop down boxes
3. Click on the Import box. You will get a green checkmark
4. Under the Center drop down choose the Center

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 15 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

5. Click on Process. You will get a green checkmark

6. Click on CMP 2B.1 (highlighted in blue)

7. Click Save

8. File name automatically populates

9. Save in folder: N:\FM Division\  
CS\AutoCMP\PROD\Grants\Processed.

10. Click Save

H. Manual process continues to completing Exported DATA from CMP tool for CMP 2B.1 and Certification

1. Beginning with the Cover Sheet; update the Preparer's name and Reviewer's name
2. The tool enters the exception item number, the exception amount and a brief explanation of exceptions on the certification sheet, if applicable. If any exceptions are found, the SP will expand description/explanation with additional information. To ensure all fields are correctly populated, please refer to Appendix E for exception requirements.

For the CMPs that have exceptions, the AP SP Service Owner or Delegate codes each exception type in the Exception Type column on the CMP certification sheet as follows:

a. The following AP Grant CMP exception types are coded as Exception Type #2 "Timing/Business Process/Systems Issues (SRs) (Yellow)":

- 1) ACH prior to Advanced Payment Method
- 2) PMS/SAP timing issues
- 3) PMS/SAP interface issues
- 4) PMS/SAP system issues

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 16 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

b. All other AP Grant CMP exceptions are coded as #3 Exception (Red) on the CMP certification coversheet unless in rare instance that you have an exception for #1 Valid Reconciling Item Property (Green) or #4 Does Not Apply (White).

c. Per the CMP Manual, dated 11/2/16, "Out of balances caused by disbursements prior to a grant being migrated to PMS should be excluded from reconciliation." Any situations that cause this to be listed as an exception should be removed as an exception prior to submission.



Coordinate with HHS Processor for any corrections or additional information needed.

3. Populate information in the Resolution, Resolution Date, SR Ref and Person Responsible fields
4. Top of Excel click Acrobat Tab
5. Click Create pdf
6. Select add all
7. Convert to PDF
8. Save File Name: 01 (Center) CMP 2B.1 Original (preparer initials).pdf and start the process of making it ready for routing.
9. Save in FY, month, and Center folder: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs.
10. Open pdf
11. Signature is not required on pdf.

I. The Grant CMP Fix Macro can be used to combine the CMP into a PDF.

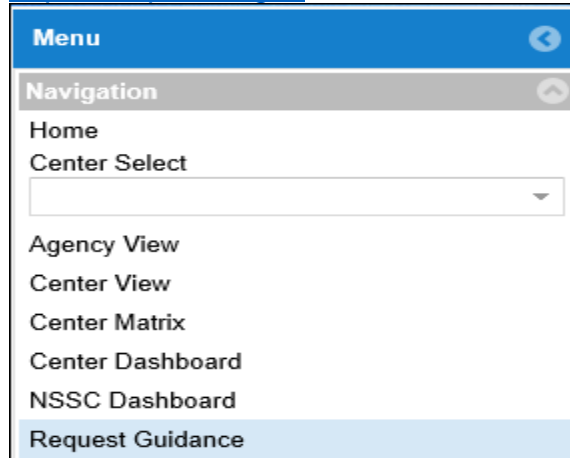


NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 17 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

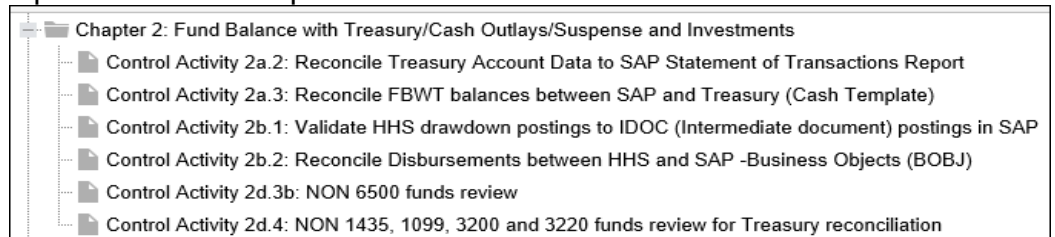
1. Open Excel spreadsheet. Format each tab to resize columns to fit all data. Save.
2. Click on Grants 
3. Click CMP Fix 
4. The file is saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs
5. Open PDF file. Delete Cover Sheet. Save file.

#### J. CMP AAO Agency Tool

1. SP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, or at <https://cmp.nasa.gov>



- 2.
3. Under Navigation select a Center
4. Open folder for Chapter 2



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 18 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

5. Double click specific CMP
6. Select a Reporting Period
7. Select Attachments
8. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. If there are exceptions, open completed CMP Excel Workbook in the N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\Month 20xx
10. Add Exceptions in the Agency Tool
11. Select Add under Description of Exceptions
12. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception
- 13.

**Exception Detail Entry**

Item: 0

Exception Amount: 0

Exception Type: ▼

Description/Explanation:

Resolution:

Resolution Date: [Calendar Icon]

CRQ Reference:

Person Responsible:

Noted Item ☐

Save Close

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 19 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

14. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed, go back to Description of Exceptions, and make correction

15. Refer to Appendix E – AP CMP Exception Types and select the applicable Activity Status

16. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



Create Service Now Case – 1 Case per center for all Grant CMPs and assign to SP AP Supervisor or delegate for review.

17. SP AP Supervisor or delegate reviews submission of CMP 2B.1. If errors are found, the AP SP Supervisor or delegate will route the SN task back to the preparer for correction.

18. Once verified to be accurate, SP AP Supervisor or delegate inserts “review complete” in comments section of CMP Tool and will assign the ServiceNow case/task to AP Grants CS for review.

K. **NSSC AP Grants CS POC** – CS Certification

1. Upon receipt of Case from SP AP Supervisor or delegate, open CMP file for review. CMP file is found via the agency CMP Tool, (<https://cmp.nasa.gov>).
2. Compare signed certification sheet to backup documentation for each CMP activity completed
3. Review all documentation for each CMP activity for accuracy and completeness
4. Ensure all documentation has been reviewed and approved by SP AP Supervisor or delegate via comments section.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 20 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

5. If there are errors or questions, the CS AP Grants L3 Center POC returns the ServiceNow task to the AP SP Preparer for correction. AP L3 submits a quality error for all errors identified. If CMP package contains no errors, the CS AP L3 inserts "review complete" in comments section of the CMP Tool and routes the SN task to the AP CS Lead Accountant.

#### **L. NSSC AP CS Lead Accountant & Chief, Accounts Payable**

1. NSSC CS AP Lead Accountant or delegate receives notification from AP CS POC via ServiceNow that signed CMP certification sheets and backup documentation for each CMP activity have been completed and are ready for final review and approval.
2. Review documentation for each CMP activity for accuracy and completeness
3. Validate noted variances are accurate and documentation completely supports all variances
4. If there are questions, the Center CMP ServiceNow ticket is returned to the AP CS POC for an explanation or correction from the Preparer.
  - a. The AP CS POC will address any questions/issues and route the ServiceNow ticket back to the AP CS Lead Accountant or delegate for review again. Errors are documented on the Quality tab of the ServiceNow ticket.
5. If there are no questions, the AP CS Lead Accountant electronically signs/approves in the Approver's Section of the CMP coversheet via the CMP Tool. The AP CS Lead Accountant resolves the ServiceNow task once the review is complete and approved.
6. AP CS Lead documents all exceptions on AP monthly CMP spreadsheet located on the N: Drive in the following location:  
N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 21 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

7. If unique exceptions are identified, AP CS Lead Accountant will provide details of those exceptions to the Chief AP with the spreadsheet for review via email.
8. AP Chief reviews exceptions and signs spreadsheet, then files on N: Drive in location listed above. AP Chief replies to AP CS Lead email once spreadsheet is approved and signed.
9. AP CS Lead assigns SN task to FBWT/IC SP POC to complete monthly CMP Process.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 22 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## COMPLETE CMP CONTROL ACTIVITY 2B.2

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### **STEP 1. NSSC AP SP** – Reconcile Disbursements between HHS and SAP-BOBJ

#### A. Run DHHS/PMS “Synchronization” for AGENCYWIDE

1. Log into DHHS/PMS at <https://pms.psc.gov/>
2. On left of screen, click on “Reports”
3. On left of screen, click on “Online file Access”
4. Select from list “NHHS SYNCHRONIZATION TRANSACTION SPREADSHEET”
5. Click on “Continue”
6. Select from list for AGENCYWIDE: file name that has F30 in the name: WEH1F30.NHHS\_SYNC\_CSV {year\month\day}
7. Click on “Select”
8. Click on “Get File”
9. Screen displays – Do you want to open or save this file?
10. Click on the arrow then Save As. Save file in folder located at N:\FM Division\CS\AutoCMP\PROD\Grants\Processed

#### B. Run SAP BOBJ “PRRPT33 – POs by PLI/ALI-ITD” by AGENCYWIDE

*As of May 2018, an error is received when attempting to retrieve BOBJ Reports using the Step by Step information below. A CRQ has been submitted to have AAO send the reports to the NSSC every month.*

Go to the Auto CMP folder. [N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\ADDITIONAL INFO](#)

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 23 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		


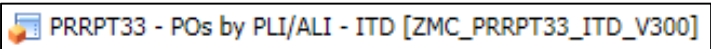
Click on the link from AAO to pull the Agency wide BOBJ Report  
(ctrl + right click link)

<https://bobjprd.ndc.nasa.gov:443/BOE/OpenDocument/opendoc/openDocument.jsp?siDType=CUID&iDocID=ARssnH1QJUVBjzipNkrrMbE>

#### C. Manual Steps to process the BOBJ Reports





1. Log into BOBJ site at <https://bobjprd.ndc.nasa.gov/BOE/BI>
2. Or Access BOBJ through “bReady” at:  
<https://bReady.gov/group/bready/home>
  - a. My Systems
  - b. Information Delivery
  - c. Business Warehouse (BW) via BOBJ



3. Click on “My Applications” Icon 
4. Click Folders in the Open Data Source popup window
5. Choose Purchasing by clicking the “+” sign
6. Scroll down and select PRRPT33-ITD  

7. Click “Ok”
8. Preparing to create bookmark in favorites:
9. Popup window labeled “Prompts” appears
10. Click “All” at the Top to show selection criterion


NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 24 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

The screenshot shows the 'Prompts' window. On the left, the 'Prompt Summary' pane lists prompts such as 'Plant (Center)', 'Outline Agreement', 'PRISM Contract', 'PO (Internal or Legacy)', 'Purchasing Document Type', 'Material Group', 'MR11', 'Cost Center', 'Period/Fiscal Year ITD', 'Fund', 'WBS Element', 'PIID PO Document', and 'OA or Contract'. The 'Plant (Center)' prompt is checked. On the right, the 'All | Required | Optional' pane shows a tree view of prompts. The 'Plant (Center)' prompt is selected, and its 'Include' dropdown is set to '\*' and its 'values' dropdown is set to 'Equal'. Below the tree view, there are buttons for 'Validate', 'OK', and 'Cancel'.

11. Beginning with Plant (Center), change dropdown as "Include" in first dropdown window and "Equal" in the next dropdown window
12. Under the dropdown labeled "Include", enter an asterisk (\*) so that all centers are included.
13. Select "Purchasing Document Type"
14. Under "Include" dropdown enter YG and select "Equals" in next dropdown then Select 
15. Under "Include" dropdown enter YS and select "Equals" in next dropdown then Select 
16. Under "Include" dropdown enter YH and select "Equals" in next dropdown then Select 
17. Under "Include" dropdown enter ZCOA and elect "Equals" in next dropdown then Select 



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 25 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

18. Under “Include” dropdown enter ZGRN and elect “Equals” in next dropdown then Select 

NOTE: A variant can be created at this point in order to retain the steps listed above.

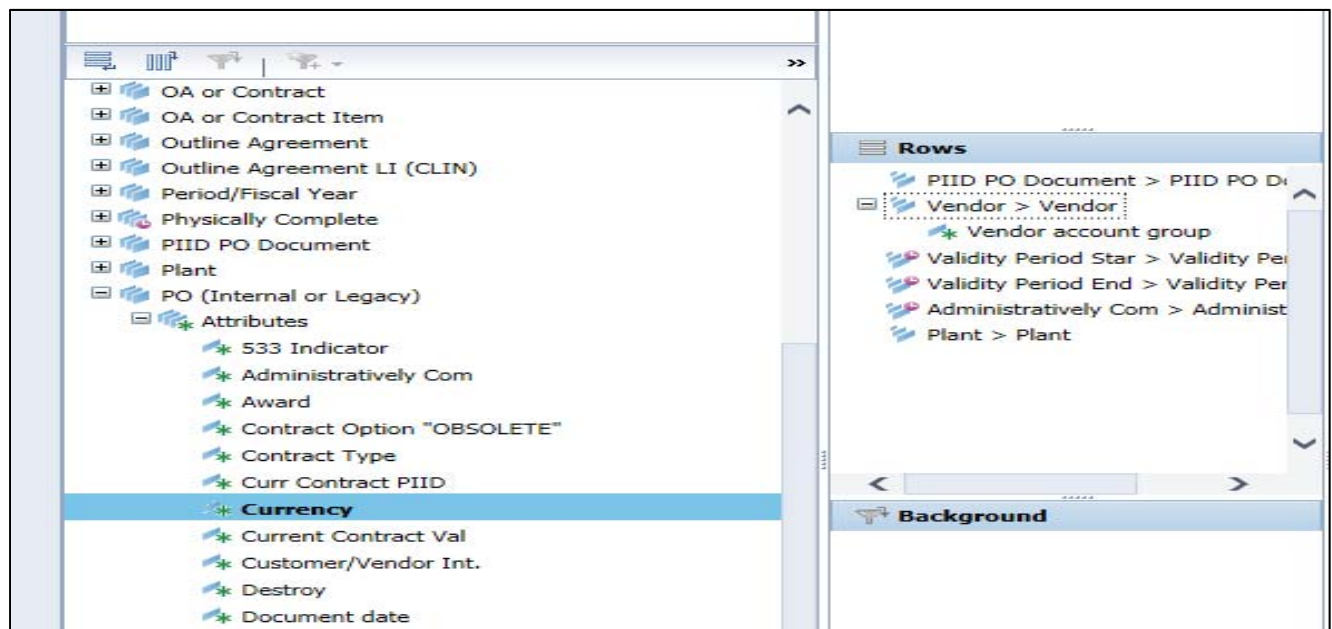
19. Period/Fiscal Year ITD; enter the period/fiscal year – the dropdown can be used to select the Period/Fiscal Year

20. Select “Ok”

21. Add “Currency” to the layout after PIID PO Document

- To the left click PO (Internal or Legacy)
- Click Attributes then click Currency

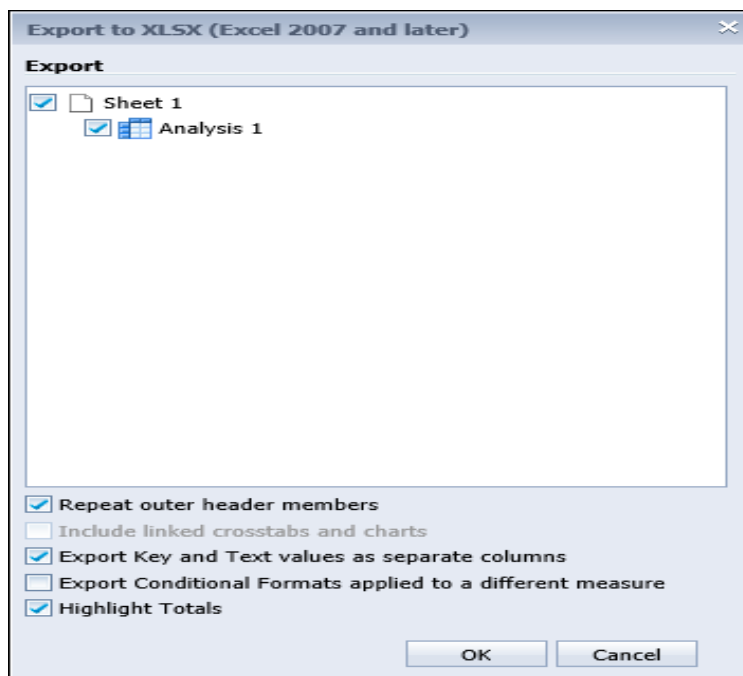
22. Drag Currency to the Layout under PIID PO Document (*Currency will not be visible until the report is exported*)



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 26 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

23. Export as extension XLSX   (Located at the top of page)

- a. Click Sheet 1 *if not already checked*
- b. Click Analysis 1 *if not already checked*
- c. Click Repeat out header members *if not already checked*
- d. Click Export Key and Text Value as separate columns *if not already checked*
- e. Click OK



- f. Save as CMP\_2b.2\_PRRT33\_AgencyPull reports month folder at: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\#--Month20xx

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 27 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		



## 24. Format Report

Background F										Key Figures				
PIID PO Docu PO (Internal Currency)	Vendor	Vendor accc	Validity Peri	Validity Peri	Administrati	Plant	Cum ITD FI Obs	Cum ITD Cost	Cum ITD Disb	ITD Unencumbered Obligations	ITD Undisbursed Obligations			
80AFRC17M00016500000055	USD	0000168912	HNU PHOTONICS LLC	KRED	09/27/2017	09/26/2018	#	DFRC	\$ 193,900.00	\$ 0.00	\$ 0.00	\$ 193,900.00	\$ 193,900.00	
80AFRC17M00016500000060	USD	0000139728	AIRBORNE SYSTEMS NORTH AMERICA OF	KRED	09/28/2017	09/27/2018	#	DFRC	\$ 300,000.00	\$ 0.00	\$ 0.00	\$ 300,000.00	\$ 300,000.00	
80AFRC17M00016500000078	USD	0000126219	PLANETARY SCIENCE INSTITUTE	Z-HHS	09/19/2017	09/31/2022	#	AFRC	\$ 321,617.00	\$ 55,870.86	\$ 55,870.86	\$ 265,946.14	\$ 265,946.14	
80AFRC17M000165000001306	USD	0000114910	REGENTS OF THE UNIVERSITY OF COLOR	Z-HHS	09/19/2017	09/31/2022	#	AFRC	\$ 525,316.00	\$ 0.00	\$ 0.00	\$ 525,316.00	\$ 525,316.00	
80AFRC17M000165000001749	USD	0000114781	GEORGIA TECH RESEARCH CORPORATIO	Z-HHS	09/19/2017	09/31/2022	#	AFRC	\$ 333,333.00	\$ 0.00	\$ 0.00	\$ 333,333.00	\$ 333,333.00	
80AFRC17M000165000001796	USD	0000114875	SOUTHWEST RESEARCH INSTITUTE	Z-HHS	09/19/2017	09/31/2022	#	AFRC	\$ 319,116.00	\$ 7,832.54	\$ 7,832.54	\$ 311,283.46	\$ 311,283.46	
80MSFC17M000165000001401	USD	0000123923	UNIVERSITY OF MARYLAND	Z-HHS	09/19/2017	03/31/2022	#	GSFC	\$ 10,472,479.01	\$ 5,093,817.04	\$ 5,093,817.04	\$ 5,378,661.97	\$ 5,378,661.97	
80MSFC17M000165000001842	USD	0000101980	UNIVERSITY OF ALABAMA IN HUNTSVILLE	Z-HHS	09/19/2017	09/14/2018	#	MSFC	\$ 30,650.00	\$ 0.00	\$ 0.00	\$ 30,650.00	\$ 30,650.00	
80MSFC17M000165000002521	USD	0000101992	RUTGERS, THE STATE UNIVERSITY OF NE	Z-HHS	09/19/2017	09/31/2018	#	MSFC	\$ 49,940.00	\$ 0.00	\$ 0.00	\$ 49,940.00	\$ 49,940.00	
80MSFC17M000165000002514	USD	0000100196	LOCKHEED MARTIN CORPORATION	KRED	09/19/2017	03/31/2019	#	MSFC	\$ 50,000.00	\$ 2,631.58	\$ 0.00	\$ 47,368.42	\$ 50,000.00	
80MSFC17M000165000003236	USD	0000120296	LUXEL CORPORATION	KRED	09/19/2017	03/31/2019	#	MSFC	\$ 26,320.00	\$ 1,490.53	\$ 0.00	\$ 26,823.47	\$ 26,320.00	
80MSFC17M000165000003340	USD	0000106392	HYPRIS, INC.	KRED	09/19/2017	03/31/2019	#	MSFC	\$ 10,000.00	\$ 526.32	\$ 0.00	\$ 9,473.68	\$ 10,000.00	
80MSFC17M000165000003343	USD	0000102969	CREARE LLC	KRED	09/19/2017	03/31/2019	#	MSFC	\$ 40,511.00	\$ 2,132.16	\$ 0.00	\$ 38,378.84	\$ 40,511.00	
80MSFC17M000165000003441	USD	0000154872	NORTHROP GRUMMAN SYSTEMS CORP	KRED	09/21/2017	03/31/2019	#	MSFC	\$ 142,500.00	\$ 7,500.00	\$ 0.00	\$ 135,000.00	\$ 142,500.00	

- Add "Name" in the Grants Name Column (Column E)
- Review the data in the PIID PO Document Number "Grant Number" that is in Column A and filter by Text by typing # to find #'s – If there are no #'s sign scroll to the bottom of the column to double check for them.
- Copy the Grant Number from the PO (Internal or Legacy) Column B and paste in the PIID PO Document Column.
- Remember to un-filter
- Delete the PO (Internal or Legacy) Column
- Change the PIID PO Document Header to PO Document
- Search and Replace DFRC with AFRC
- Filter on Column I and change the # to the correct Center
- Filter on Column/Plant and Change NSSC to the correct Center (Search in SAP, ME23N for the correct Center.) Prior month's updates can be reviewed from the previous month's report, Agency Pull report (CMP\_2b.2\_PRRPT33\_AgencyPull xx/xx/20xx) located at N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\month
- Save file.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 28 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

- D. Run SAP BOBJ “PRRPT33 – POs by PLI/ALI-ITD” by Manual Pull
- E. Click on the link from AAO to pull the Manual wide BOBJ Report  
<https://bobjprd.ndc.nasa.gov:443/BOE/OpenDocument/opensdoc/openDocument.jsp?slDType=CUID&iDocID=AaceYm3rkoREoGgexYltlo>

1. Additional Manual Pulls:
2. Open the document you saved above and return to the “Prompt Summary”
3. Select optional prompts “View hidden optional prompts (6)”
4. Select Purchasing Document Type
5. Click the  icon to remove previous values selected
6. Select PO Document
7. Select  icon under PO Document dropdown (this takes a little time to pull selection)
8. Once the popup is shown, enter the PO number
9. Select binoculars and wait for the selection to populate in lower box
10. Click the box next to the grant number
11. To continue entering additional grants, highlight the selection
12. Type the next grant number
13. Choose the binoculars icon and continue until all of the following are entered (*Note: these are old legacy awards (KRED or ZHHS with unique posting requirements) that were carried forward from the old process and are to be included in the reconciliation between SAP and PMS until they are fully disbursed and closed in both systems:*


a. NASW-4574

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 29 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

- b. NAS5-02140
- c. NNG05HY03C
- d. NNG08HZ07C
- e. NAS5-02094
- f. NAS5-03099
- g. NNG04GA34G
- h. NAG5-13679
- i. NNH05CC15C
- j. NNH05CC16C

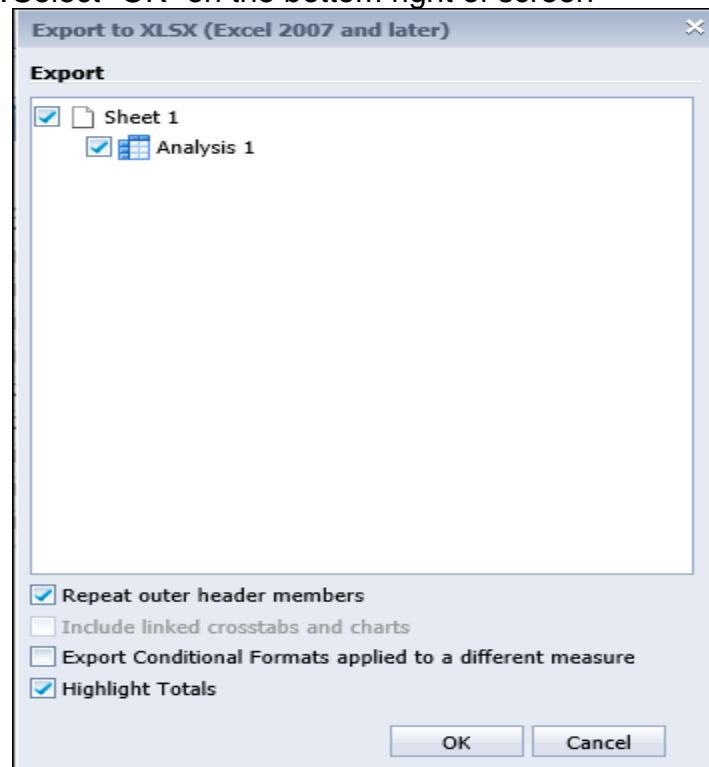
14. Select Period/Fiscal Year ITD

- a. From the dropdown select the period

011/2017 


Select Period/Fiscal Year ITD

15. Select "OK" on the bottom right of screen



16.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 30 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

17. When the report has run, export  and save the file to the processed folder (step 23.f) named as:  
CMP\_2b.2\_PRRPT33\_ManualPull\_xx/xx/20xx

18. Open Agency Pull and Manual Pull files. Copy Manual Pull data and add to bottom of Agency Pull spreadsheet. Save as  
CMP\_2b.2\_PRRPT33\_Agency with Manual Pull\_xx/xx/20xx

#### F. CMP 2B.2 Automation Tool Import Report

1. Access link at <https://cmp.nssc.nasa.gov>
2. Click on input
3. Under the CMP drop down box click on Chapter 2
4. Under Criteria choose Year, Month, CMP 2B.2 and All Centers from the drop down boxes
5. Browse to locate all of the Reports at the month's folder: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\#--Month20xx
  - a. PMS SYNC Report
  - b. BOBJ Report
  - c. Submit
6. Click on Chapter 2
7. Click on the Import box. You will get a green check mark when complete.
8. Under the Center drop down, choose the Center
9. Click on Process. You will get a green check mark when complete.
10. Click on CMP 2B.2 highlighted in blue.
11. Click Save As.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 31 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

12. File name automatically populates

13. Save in folder: N\FMDivision\CS\AutoCMP\PROD\Grants\Processed

14. Click Save

#### G. Completing Exported DATA from CMP tool for CMP 2B.2 and Certification

1. Beginning with the Cover Sheet, update the Preparer's name and the Reviewer's name
2. The tool gives the item number, the amount and a brief explanation of exceptions found and enters this information on the certification sheet, if applicable. The SP will expand description/explanation with additional information. To ensure all fields are correctly populated, please refer to Appendix E for exception requirements and coding exceptions.
3. Review the Work Paper, (2<sup>nd</sup> tab of the Excel Spreadsheet that is exported from the CMP Tool) for Differences not included on the Certification Sheet. All Differences must be reported as an exception. If the amount is due to clearing an amount from a previous month, the exception Type should be coded #2 Timing/Business Process/Systems Issues (SRs) (Yellow).
4. The following exceptions are not counted as exceptions in CMP 2B.2. These are long outstanding exceptions due to disbursements prior to PMS migration. OCFO CMP updates confirmed on 11/02/2016 that these should still be included in our reports/supporting documentation, but would not be classified as an exception going forward. The list below is located at: N\FM Division\CS\AutoCMP\PROD\Grants\Processed\ADDITIONAL INFO\Exceptions

ARC					
-----	--	--	--	--	--

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 32 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-\$5,287,727.00		NAS2-97001 Difference in Authority, Difference in Disbursement - ACH prior to Advanced Payment Method	Once grant is closed in both systems, exception will not be reported
JSC				
Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-\$193,711.79		NCC9-119 - Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment method	Once grant is closed in both systems, exception will not be reported
LARC				
Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-\$238,235.57		NCC1-02043 Open SAP closed PMS, Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment Method	Mark as Admin Complete in SAP
GSFC				
Item	Exception Amount	Exception Type *	Description/Explanation	Resolution



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 33 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

1	-\$976,941,632.36		NAS5-26555 Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment Method and 2 IPACs posted on this award in error	When grant closes in both systems this will no longer be reported
2	-\$93,050,770.00		NAS5-97045 Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment Method.	When grant closes in both systems this will no longer be reported
1	-\$0.02		NNX15AT28G - Difference in Disbursement - Vendor submitted invoice to Accounts Payable instead of drawing down funds.	A bill of collection was created and all but \$0.02 was received. The debt has been resolved in FedDebt. When grant closes in both systems this will no longer be reported

1. Populate information in the Resolution, Resolution Date, SR Ref and Person Responsible fields
2. Top of Excel click Acrobat Tab
3. Click Create pdf
4. Select add all
5. Select Convert to PDF

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 34 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

6. Save File Name: 01(Center) CMP 2B.2 Original (preparer initials).pdf
7. Save in folder locate N:\Reports\CMPs Paperless\1 AP CMP  
Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs
8. Open pdf
9. Electronically sign the coversheet in the Preparer's section of the  
CMP coversheet and save as 01 (Center) CMP 2b.2 Review 1  
(preparer initials).pdf located at N:\Reports\CMPs Paperless\1 AP  
CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs
10. Create ServiceNow Case – 1 Case per center for all Grant CMPs
11. Naming convention when creating the ServiceNow Case for Grant  
CMPs:  
  
Short Description Field: FM GRANTS CMP-{CENTER INITIALS}  
Work Log: {CTR initials} – CMP 2b.1 and 2b.2 are ready for review.  
<add path to AAO tool for each center>

#### H. CMP Agency Tool

1. SP Preparer accesses the Agency CMP Tool via bReady  
(<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous  
Monitoring Program) or <https://cmp.nasa.gov>
2. Under Navigation select a Center
3. Select a Reporting Period (month/year)
4. Open folder for Chapter 2
5. Double click specific CMP
6. Select Attachments

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 35 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

7. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
8. If there are exceptions, Open completed CMP Excel Workbook in the N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\#--Month 20xx
9. Select Add under Description of Exceptions
10. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

11. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
12. Refer to Appendix E – Grant CMP Exception Types and select the applicable Activity Status
13. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

14. Create Service Now Case – 1 Case per center for all Grant CMPs

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 36 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

15. Assign FM Grants CMPs to the designated POC (SP AP Supervisor)
16. SP AP Supervisor or delegate reviews submission of CMP 2B.2. If errors are found, the SP AP Supervisor will route the SN task back to the preparer for correction.
17. Once verified to be accurate, SP AP Supervisor or delegate will assign the ServiceNow case/task to AP Grants L3.

I. **NSSC AP CS POC** – CS Certification

1. Upon receipt of Case from SP AP Supervisor or delegate, open CMP file for review. CMP file is found via the agency CMP Tool, (<https://cmp.nasa.gov>).
2. Compare signed certification sheet to backup documentation for each CMP activity completed
3. Review all documentation for each CMP activity for accuracy and completeness
4. Ensure all documentation has been reviewed and approved by SP AP Supervisor or delegate
5. If there are errors or questions, the CS AP L3 Center POC returns the ServiceNow task to the AP SP Preparer for correction. AP L3 submits a quality error for all exceptions identified. If CMP package contains no errors, the CS AP L3 inserts “review complete” in the comments section of the CMP Tool and routes the SN task to the AP CS Lead Accountant.

J. **NSSC AP Lead Accountant and Chief, Accounts Payable**

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 37 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

1. NSSC CS AP Lead Accountant or delegate receives notification from AP CS POC via ServiceNow that signed CMP certification sheets and backup documentation for each CMP activity have been completed and are ready for final review and approval in CMP Tool.
2. Review documentation for each CMP activity for accuracy and completeness
3. Validate noted variances are accurate and documentation completely supports all variances
4. If there are questions, the Center CMP ServiceNow ticket is returned to the AP CS POC for an explanation or correction from the Preparer. The AP CS POC will address any questions/issues and route the ServiceNow ticket back to the AP CS Lead Accountant for review again. Errors are documented on the Quality tab of the ServiceNow ticket.
5. If there are no questions, the AP CS Lead Accountant electronically signs/approves in the Approver's Section of the CMP coversheet via the CMP Tool. The AP CS Lead Accountant resolves the ServiceNow task once the review is complete and approved
6. AP CS Lead documents all exceptions on AP monthly CMP spreadsheet located on the N: Drive in the following location:  
N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 201xx AP INDIVIDUAL CMPs
7. If unique exceptions are identified, AP CS Lead Accountant will provide details of those exceptions to the Chief AP with the spreadsheet for review via email.
8. AP Chief reviews exceptions and signs spreadsheet, then files on N: Drive in location listed above. AP Chief replies to AP CS Lead email once spreadsheet is approved and signed.
9. AP CS Lead assigns SN task to FBWT/IC SP POC to complete monthly CMP Process.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 38 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## METRICS

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Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
N/A	N/A	N/A	N/A

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 39 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## SYSTEM COMPONENTS (EXISTING SYSTEMS)

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IT System Title	IT System Description	Access Requirements
SAP/IEMP	Integrated Financial Management System	User role at NSSC
DHHS/PMS	Grant payment, financial management reporting, and cost allocation	User role at NSSC
TechDoc	Document Management System designed for the management of any type of document or file	User role at NSSC
ServiceNow	Work Management System	User role at NSSC

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 40 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## CUSTOMER CONTRACT CENTER STRATEGY

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The NSSC Customer Contact Center Service Delivery Guide provides details regarding menu positioning, routing, and escalation of inquiries for this activity.

The NSSC Customer Contact Center can be reached via phone, fax or e-mail.

E-mail queries: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Fax queries: 1-866-779-6772

Phone queries: 1-877-NSSC123 (or 1-877-677-2123)



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 41 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## APPENDIX A – ACRONYM LIST

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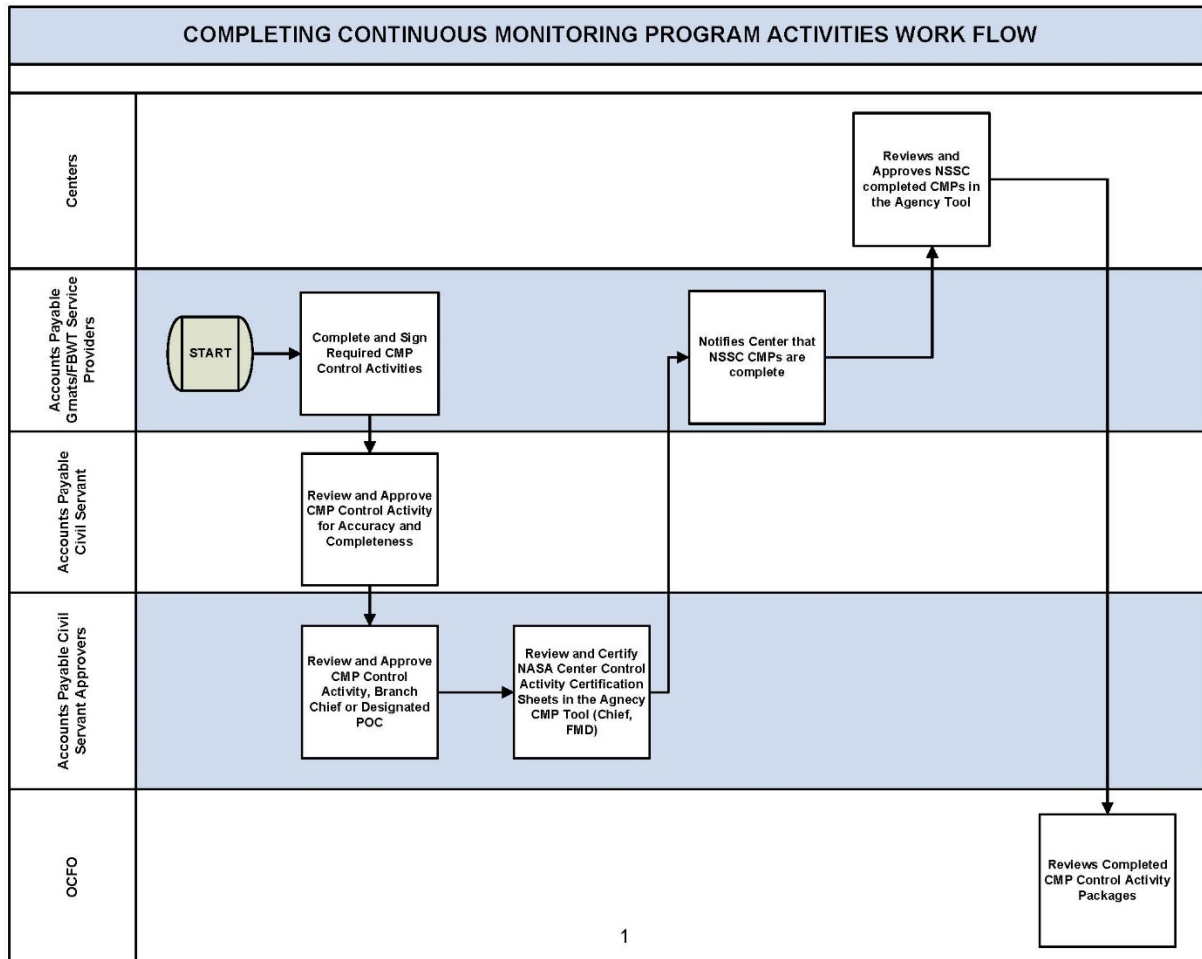
ALC	Agency Location Code
AP	Accounts Payable
BA	Business Area
BOBJ	NASA Business Objects
CMP	Continuous Monitoring Program
CS	Civil Servant
EFT	Electronic Funds Transfer
EPSS	Enterprise Performance Support System (NASA's)
FBWT	Fund Balance with Treasury
FM	Financial Management
FMD	Financial Management Division
FY	Fiscal Year
GRS	General Records Schedule
HHS	Department of Health and Human Services
IDOC	Intermediate Document
MRI	Master Records Index
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 42 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

NSSC	NASA Shared Services Center
PMS	Payment Management System
POC	Point of Contact
SAP	Systems, Applications, and Products
SN	ServiceNow
SP	Service Provider
TCODE	Transaction Code

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 43 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## APPENDIX B – COMPLETING CONTINUOUS MONITORING PROGRAM ACTIVITIES WORK FLOW



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 44 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## APPENDIX C – TABLE OF FY AND PERIODS

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FYs and Periods		
FY	Fiscal Month	SAP Period
20XX	October	1
20XX	November	2
20XX	December	3
20XX	January	4
20XX	February	5
20XX	March	6
20XX	April	7
20XX	May	8
20XX	June	9
20XX	July	10
20XX	August	11
20XX	September	12

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 45 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## APPENDIX D – AGENCY LOCATION CODE LISTING

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### AGENCY LOCATION CODE (ALC) LISTING

Code	Name	Code	ALC
01	Agency-wide	Agency	80-00-0087
10	NASA Headquarters	HQ	80-00-0001
21	Ames Research Center	ARC	80-00-1201
22	Glenn Research Center	GRC	80-00-0701
23	Langley Research Center	LaRC	80-00-0501
24	Armstrong Flight Research Center	AFRC	80-00-0024
51	Goddard Space Flight Center	GSFC	80-00-0002
55	NASA Management Office at JPL	NMO	80-00-0055
62	George C. Marshall Space Flight Center	MSFC	80-00-4901
64	Stennis Space Center	SSC	80-00-0101
72	Johnson Space Center	JSC	80-00-0004
76	Kennedy Space Center	KSC	80-00-4904

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 46 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## **APPENDIX E – GRANTS CMP EXCEPTION REQUIREMENTS**

Review the Work Paper Report (2<sup>nd</sup> tab of the Excel Spreadsheet that is exported from the CMP Tool) for Differences not included on the Certification Sheet. All Differences must be reported as an exception. If the amount is due to clearing an amount from a previous month, the exception Type should be coded #2 Timing/Business Process/Systems Issues (SRs) (Yellow).

### **CMP ITEM**

This should list the number of the exception (ex. 1, 2, 3, etc.).

### **EXCEPTION AMOUNT**

The amount or the difference that is being reported is the Exception Amount. If there are multiple items, then the total net amount should be entered at the bottom of this column.

### **EXCEPTION TYPE**

This should include one of the following exception types (ex. #1, #2, #3, or #4)

#1 Valid Reconciling Item Property

#2 Timing/Business Process/Systems Issues (SRs)

#3 Exception

#4 Does Not Apply

### **DESCRIPTION/EXPLANATION**

This should contain information that answers the question "What?." Describe the item and include Document #'s, dates, vendor #'s, etc. (ex. Bill of Collection for Vendor # for travel overpayment, Doc #18000xxxxx dated 9/25/08 or IPAC # xxxxx from Vendor # for printing order dated 9/30/08).

### **RESOLUTION**

This should contain information that answers the question "Why?." Describe Why this is an exception, what made it an error, is it in SAP incorrectly or not at all, etc. (ex. User entered Doc Type SA instead of BL which caused the SGL postings to hit 4610 instead of 4650 or IPAC came in on the last day of the month and was not able to be posted in SAP).

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 47 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## **RESOLUTION DATE**

This should contain information that answers the questions “When (Date)?”. When do you expect the correction or entry to be completed? Usually it should be by the end of the next month but if the correction has already been completed in the first days of the new period, put the actual date of the correction. **N/A is not an option for this field.** If the error has an SR and you don’t anticipate it happening quickly, put a date for the next quarter end or in extreme cases, the year-end date.

Also put how it will be fixed. Will the item be entered in the first days of the next period, will the item be reversed and corrected in the system or will it be researched with the Center for guidance or policy decisions?

## **SR REF**

Include the SR number if applicable. This should only be used if there is a pending SR applicable.

## **PERSON RESPONSIBLE**

Lastly, this should contain information that answers the questions “Who?”. Include Who is responsible for fixing the item (ex. NSSC will record the item in the next month, Center will reverse and repost correctly or Item will be corrected by the NSSC when guidance is received on SR xxxxx).

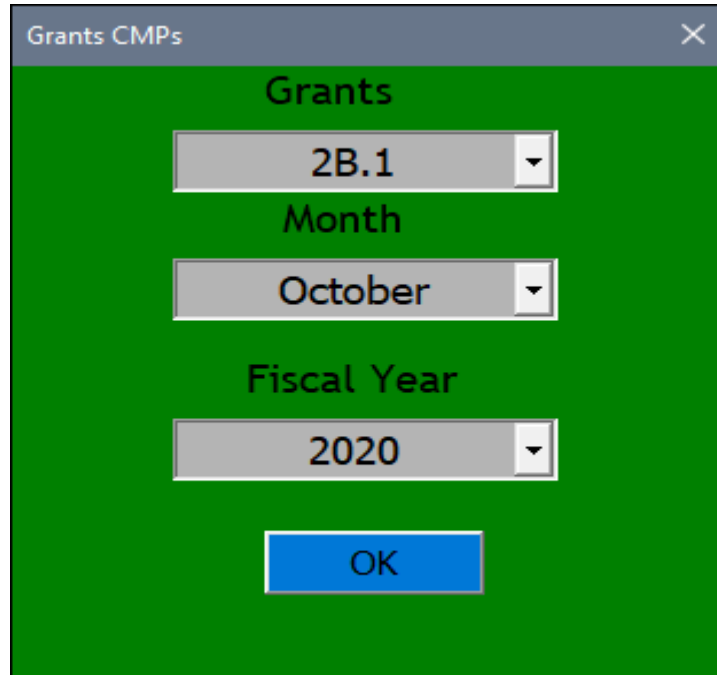
NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 48 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

## APPENDIX F – GRANTS CMP MACRO GUIDE

1. Select the CMP Tab in the Excel Ribbon, and click the “Grants CMP Download”



2. Choose the CMP, Month and Fiscal Year and click ok.


 A screenshot of a dialog box titled 'Grants CMPs'. The dialog has a green background and a grey title bar with a close button. It contains three dropdown menus: 'Grants' with '2B.1' selected, 'Month' with 'October' selected, and 'Fiscal Year' with '2020' selected. At the bottom is a blue 'OK' button.

3. The macros will run the reports in SAP, save them to the N Drive at the following root directory (<N:\FM Division\Accounts Payable Accounts Receivable\CMP>) by month and year, and then by CMP.
4. The SAP CMP output files are then copied to the CMP Tool Upload folder located at <N:\FM Division\CS\AutoCMP\PRODAP>.



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 49 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

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## APPENDIX G – AP CMP CONSOLIDATION PROCESS

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The CMP consolidation process is completed monthly using the script/macro created to combine the AP CMPs and submission of CMPs to the Centers.

1. Open excel file ([AP\\_CMP\\_PDF\\_Consolidation](#)) on N: Drive in the following location: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder
2. Before consolidation begins, change the name of HQ's CMPs removing the "NSSC" from file name. N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 2017 AP INDIVIDUAL CMPs\7 April 2017\HQ\_NSSC 10
3. Click: Load CMP Input Form



4. The box below will appear on the screen.
5. **Select:** Appropriate Center from drop-down

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 50 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

The image shows two screenshots of the 'CTR & CMP Input' dialog box. In the left screenshot, the 'Center' dropdown is empty, and a red arrow points to it. In the right screenshot, the 'Center' dropdown is set to 'ARC', and a red arrow points to it. Both screenshots show the 'CMP' list with options 2B.1, 2B.2, 4.2, 4.3, 4.4B, 6.1, 6.2, 6.9, and 6.10. The 'Month' is set to 'March' and the 'Year' is set to '2015'. The 'Consolidate' checkbox is checked. The 'OK' and 'CANCEL' buttons are at the bottom.

6. Select: All CMP control activities to be combined on a monthly basis, except CMP 4.4b, which is only included on a quarterly basis.

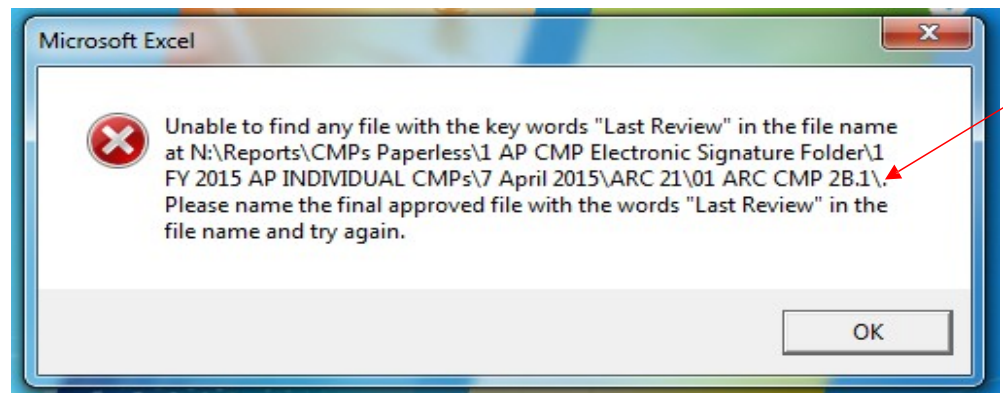
The image shows a screenshot of the 'CTR & CMP Input' dialog box. The 'Center' dropdown is set to 'ARC'. The 'CMP' list shows options 2B.2, 4.2, 4.3, 4.4B, 6.1, 6.2, 6.9, 6.10, and 6.11. A red arrow points to the '6.11' option. The 'Month' is set to 'March' and the 'Year' is set to '2015'. The 'Consolidate' checkbox is checked. The 'OK' and 'CANCEL' buttons are at the bottom.

**Note 1:** Select 2B.1 through 6.11 for all Centers except for NMO...

NMO select: 4.2 through 6.11

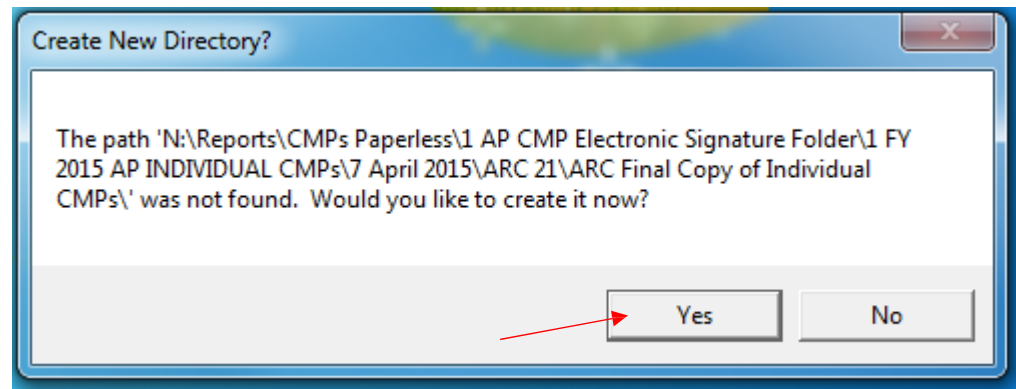
NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 51 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

7. **Month and Year fields:** should populate the correct month and fiscal year for monthly CMP control activity.
8. **Consolidate field:** should already be checked.
9. **Select:** OK
10. If the following message appears, there is an error in the files. All errors will need to be resolved before consolidation can be completed. Message will tell you which folder to check for error. Note: Error is usually due to incorrect naming of file or folder.

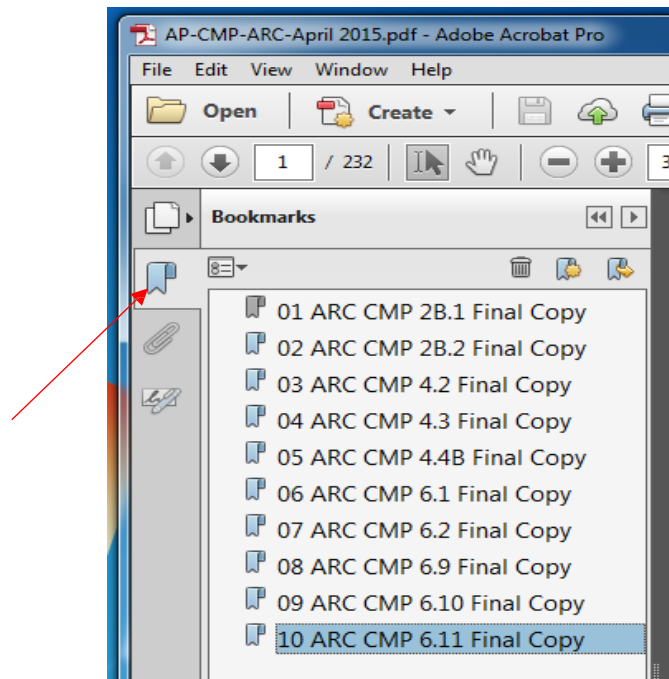


11. Once error(s) are resolved. Start macro from beginning.
12. If the following message appears, select **Yes** to start consolidation process.

NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 52 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		



13. File folders will appear on the screen. **Do Not** touch while macro is running. Once macro is complete the combined .pdf will appear on the screen and in the combined folder on the N: Drive for the appropriate center.
14. Review .pdf to validate all control activities are in the file.



NSSC Service Delivery Guide	NSSDG-9000-0003	Revision 5.0
	Number	
	Effective Date:	January 21, 2020
	Expiration Date:	January 21, 2022
Page 53 of 53		
Responsible Office: Financial Management Division		
Subject: Advance Payment Method Grants Continuous Monitoring Program (CMP)		

15. Click **OK** in macro to start next center consolidation.

